



DEPARTMENT OF DEVELOPMENTAL SERVICES - NORTH REGION  
JOB OPPORTUNITY

**FISCAL/ADMINISTRATIVE ASSISTANT**  
**BUSINESS OFFICE – EAST HARTFORD**

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** Must be on the current exam list or be lateral transfer

**Location:** Business Office, East Hartford

**Job Posting No:** 00018576

**Hours:** Monday through Friday 8a-4:30p  
RDO's: Saturday and Sunday

**Salary:** \$52,593 to \$66,923 annually

**Closing Date:** March 3, 2014

**Eligibility Requirement:**

Candidates must have passed the **Fiscal/Administrative Assistant** exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. **DDS** employees currently holding the title or those who have previously attained permanent status may apply for lateral transfer. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

**Examples of Duties:** Responsibilities will include, but are not limited to Fiduciary Fund bookkeeping, payroll processing and W-2 preparation, monthly financial reporting, annual GAAP reporting, travel authorizations, motor vehicle coordinator, motor vehicle transfer invoice payments, P-Card administration, grocery budget preparation and tracking, and Core-CT purchase order approver. Experience with Accounts Receivables and Accounts Payable, P-Card administration and Financial Reporting is desired, but not required. Proficiency in MS Excel, MS Word, Quickbooks and CORE-CT software is desirable.

**EXPERIENCE AND TRAINING:**

**General Experience:**

Four (4) years of experience in complex clerical work in one or more fiscal/administrative functions such as accounting, accounts examining, budget management, grant administration, human resources, payroll, or purchasing.

**Note:**

Complex clerical work is defined as generally routine fiscal/ administrative work, such as financial record keeping or examining, bookkeeping, requisitioning or payroll preparation at or above the level of Financial Clerk. Descriptions of these fiscal/administrative functions are attached.

**Substitutions Allowed:**

1. College training may be substituted for the General Experience on the basis of fifteen (15) semester

hours equaling one-half (1/2) year of experience to a maximum of two (2) years.

2. One (1) year as a Pre-Professional Trainee in fiscal/administrative work may be substituted for the General Experience.

**Note:** The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

**Application Procedure for Current DDS Employees who are Lateral Transfer Candidates and Applicants for Promotion within the DSW Classification Series:**

Interested and qualified candidates who meet the above requirements should submit a fully completed DDS Application for Lateral Transfer/Promotion and copies of their last two performance appraisals.

**Application Procedure for All Other Applicants:**

Interested and qualified candidates who meet the above requirements should submit a fully completed Application for Examination or Employment (CT-HR-12) located at [www.das.state.ct.us/exam](http://www.das.state.ct.us/exam). Current State employees must also provide copies of their last two performance appraisals. Non-State employees must also provide 2 letters of reference.

**Incomplete application materials will not be considered.**

**All application materials must be received by 11:59 p.m. on the closing date indicated above.**

**Send application materials to:**  
**Department of Developmental Services — North Region**  
**155 Founders Plaza, 255 Pitkin Street**  
**East Hartford, CT 06108**  
**Attn: Carol Pfeifer**  
**Email: [carol.pfeifer@ct.gov](mailto:carol.pfeifer@ct.gov) Phone: 860-263-2618 Fax: 860-622-4967**  
**Preferred method of application is via fax to 860-622-4967**

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.